



**Course ADD/DROP
Course WITHDRAWAL**

The Add Period During the first 10 instructional days of a semester, students may alter their schedules by adding and/or dropping courses through my.olin.edu. No paper form is needed. Courses cannot be added after the 10th class day. Special permission may be granted for BBW sponsored courses when there is a variation in the academic calendars. Consult the calendar on the star.olin.edu website for specific dates. Do not drop a BBW course through the portal; notify both the Olin Registrar and the Registrar of the other school.

The Drop Period After the add period, students may decide to “drop” a course from their schedule without penalty as long as they maintain a minimum of 12 degree credits. This paper form must be completed, signed by the instructing faculty member and adviser, and returned to the Registrar’s Office, CC 320. The drop date is the 45th instructional day of the semester. Additionally, changes in research credit hours will be honored up through the end of the drop period. Consult the calendar on the Olin website for specific dates.

Changes to students’ schedules during the Add/Drop Period are not retained on their records. Retroactive add/drops will not be processed.

Course Withdrawal Students may withdraw from Olin courses up through the last day of instruction in the semester, provided they remain enrolled in 12 degree credit hours. To withdraw from a course, students need signatures from the instructing faculty member and adviser. Students must then process the course withdrawal at the Registrar’s Office, CC 320. A grade of Withdrawn, W, will be entered for the course and will not affect the grade point average. Credits attempted will be noted, but course credit will not be earned. Students are responsible for meeting with their adviser to determine how the credits, and/or requirement will be completed in the future. Consult the calendar on the Olin website for specific dates.

Half Semester Courses The Add, Drop and Course Withdrawal periods are prorated for half semester courses. The Add Period is the first five days of the ½ semester. The Drop Period is 10 days prior to the last day of instruction. Course withdrawals can be done up through the last day instructional day of the half semester course.

Dropping a Course at Babson, Brandeis or Wellesley Students must honor the add/drop/withdrawal deadlines of the host school, which may be earlier than Olin’s. Refer to your confirmation email for the relevant dates or consult the website of the other school. In all cases, you must notify the Registrar of the other school as well as the Olin Registrar to request the change in status.

 Student ID Number Last Name First Name Middle Initial Semester / Year

 Major

Drop / Withdraw

Add (option only during Add Period)

Course # & Section	COURSE TITLE and CREDITS	Faculty Approval		Course # & Section	COURSE TITLE and CREDITS	Faculty Approval

 Student Signature / Date

 Adviser Signature / Date